

**Yorktown Public Library
Circulation of Materials Policy**

The following chart includes loan periods, fines per day and maximum fines per item for the various material types:

Material Type	Loan Period	Fine per day late	Max Fine per item
New adult books	14 days	20¢	\$3.00
All other books	28 days	20¢	\$3.00
Music, magazines, audio books	28 days	20¢	\$3.00
Kindles with preloaded books	28 days	20¢	\$3.00
Family Passes: Minnetrista, Muncie Children's Museum, Indiana State Museum, State Park Pass	7 days	20¢	\$3.00
New entertainment movies	3 days	\$1.00	\$10.00
All other entertainment movies	7 days	\$1.00	\$10.00
Video games	7 days	\$1.00	\$10.00
TV series	14 days	\$1.00	\$10.00
Non-fiction DVDs	28 days	\$1.00	\$10.00
Roku devices	7 days	\$1.00	\$10.00
Hotspots*	14 days	\$2.00	\$40.00
Tablets*	14 days	\$2.00	\$40.00
Laptops	In house only	NA	NA

Circulation Restrictions

Patrons are required to bring in their own library card with them each time they wish to borrow materials, or have photo ID in lieu of their library card.

Parents or guardians are responsible for reviewing and/or restricting items checked out by their children less than 18 years of age.

Adult patrons may check out up to 30 items on his/her card at one time. Of these 30 items, 10 can be movies and one can be a video game.

Youth (ages 5 to 17) may check out up to 15 items on his/her card at one time. Of these 15 items, 5 can be movies and one can be a video game.

Items can be renewed in person, online, by text or by phone as long as there are no holds on the items being renewed.

*Check out of Hotspots and Tablets is limited to adult patrons 18 or older.

Replacement of lost or damaged material

If an item is lost or damaged, the patron is required to pay the cost of the item as listed on the library record.

Patrons may choose to purchase a replacement of a lost or damaged item. A purchased replacement must be an exact copy in edition and format (paperback, hardback, DVD, Blue Ray, etc.), and be in new or like new condition. It is up to library staff to make a final determination on whether to accept or reject a replacement.

Once material is replaced or deleted from the library catalog, it is no longer eligible to be replaced by a patron purchase.

Once a patron has paid the replacement cost of a lost or damaged item, or purchased an acceptable replacement copy, fines will be forgiven for that item and removed from the patron record.

Replacement costs for devices are listed in the policy for each individual device.